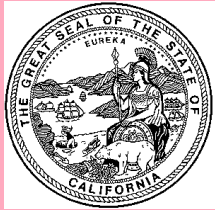


STATE
OF
CALIFORNIA

SECRETARY OF STATE
PROGRAM TECHNICIAN III
SPOT ~ SACRAMENTO



AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

SECRETARY OF STATE DEPARTMENTAL
PROMOTIONAL EXAMINATION, SPOT
SACRAMENTO

COMPETITION LIMITED TO STATE
EMPLOYEES:

Applicants must have a permanent civil service appointment with the Secretary of State as of the final filing date.

HOW TO APPLY:

Applications are available and may be filed in person or by mail with:

Secretary of State
ATTN: Fred Radcliffe
1500 - 11th Street, Suite 475
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE
STATE PERSONNEL BOARD

FINAL FILING DATE: July 14, 2008.

Applications (STD 678) must be POSTMARKED no later than the final filing date. Applications personally delivered or received via interoffice mail after 5:00 p.m. on the final filing date will not be accepted for any reason.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

PERFORMANCE TEST: It is anticipated that the Performance Test will be held during July/August 2008.

SALARY RANGE: \$2951.00 - \$3588.00

ELIGIBLE LIST INFORMATION:

A departmental promotional eligible list will be established for Secretary of State to fill vacancies in the Sacramento offices. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE
EXAMINATION:

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates that you read, understand, and possess the basic qualifications required.

NOTE: ALL APPLICATIONS/RESUMES MUST INCLUDE COMPLETE "TO" AND "FROM" DATES (MONTH/DAY/YEAR); TIME BASE; CIVIL SERVICE CLASS/JOB TITLES; AND SPECIFIC DUTIES PERFORMED.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

EITHER I

In the California state service, either: (a) 12 months of experience performing duties equivalent in level of responsibility to the class of Program Technician II or Supervising Program Technician I; or (b) 30 months of experience performing duties equivalent in level of responsibility to the class of Program Technician.

Or II

Three years of experience in a governmental or private agency performing duties with program responsibilities equivalent in level to those of the departmental program in the State of California for which the examination is being administered. (Experience applied toward this requirement must include at least one year in a position equivalent in level of responsibility to the California state civil service class of Program Technician II.)

THE POSITION:

The predominate duties of the Program Technician III requires a thorough and detailed knowledge and application of the appropriate law, rules, and regulations pertaining to their departmental program.

Program Technician III is the super-journey level in the series. Under general direction and with very little day-to-day supervision, incumbents act as an expert staff resource responsible for consultation in the most sensitive and complex program areas and/or are involved in the development of major Program Technician work processes.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

PROGRAM TECHNICIAN III
CZ83-9929

FINAL FILING DATE: 07/14/2008
EXAM CODE: 8SS06

EXAMINATION INFORMATION:

This examination will consist of a Performance test weighted 100%. To obtain a position on the eligible list, a minimum rating of 70% must be attained in this examination

PERFORMANCE TEST – WEIGHTED 100%

SCOPE:

A. Knowledge of:

1. The English language including spelling, grammar, syntax and punctuation at a level required to meet program needs.

B. Skill to:

1. Effectively write/proofread correspondence and modify form letters to meet customer/filer needs.
2. Understand appropriate laws, rules, regulations, and policies related to processing and reviewing documents filed.

C. Ability to:

1. Read and comprehend program specific information to accomplish program mandates.
2. Apply appropriate laws, rules, regulations, and policies to processing and reviewing documents filed.

Veterans’ preference points and career credits are not granted in promotional examinations

GENERAL INFORMATION

It is the candidate's responsibility to contact the Secretary of State's Personnel Office three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Secretary of State's Personnel Office three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Secretary of State reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices. Veterans preference points are not granted in promotional examinations.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.